

UNICEF in Turkey
Requirements for Financial Submission

Programme: Child Protection

Assignment Title:
SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY on ‘Adaptation of Psychosocial Support Modules for Children Residing in Women’s Shelters’

Purpose of the Assignment: The purpose of this assignment is to support the Ministry of Family, Labour and Social Services to strengthen the PSS intervention modality in women’s shelters to further accelerate the rights of children residing in women’s shelters with their mothers. The below tasks are required for (1) adaptation of already existing PSS modules for the use of children residing with their mothers in women’s shelters and (2) for increasing the capacity of relevant staff for providing these services.

Supervisor: Child Protection Officer of UNICEF Turkey Office

TASKS	DELIVERABLES	NAME AND ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)																								
Task-1: Adaptation of PSS modules to guide the personnel in women’s shelters in providing psychosocial care services to children residing there																												
1.1. Desk review of existing modules and draft revised version 1.2. Compile the reviews of the MoFLSS and UNICEF experts on the first draft module 1.3. Conduct workshops to present the module to the MoFLSS personnel in field and experts 1.4. Finalize the second draft of the module	Revised PSS Module Workshop Report	Total person/day: 10 <table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4	
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			TOTAL for Del.1:																									
INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)																								
<i>For travel</i>																												
<i>For accommodation</i>																												
<i>For other costs</i>	N/A	N/A	N/A	N/A																								
TOTAL for other cost for Del.1:																												
Task-2: Supervise the pilot implementation of the psychosocial support module and reporting the results																												
2.1. Provide training to the personnel who will be implementing the module in women’s shelters. 2.2. Supervise implementation of the programme in selected provinces. (field visits to at least 5 provinces with highest number of children in women’s shelters) 2.3. Prepare a final report on pilot implementation.	Supervision plan and tools Field reports Final Report on the Pilot Implementation	Total person/day: 25 <table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> <tr><td>Expert 4</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		Expert 4	
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			TOTAL for Del.2																									

INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
<i>For travel</i>	6 (return)			
<i>For accommodation</i>	8 nights			
<i>For other costs</i>	N/A	N/A	N/A	N/A

TOTAL for other cost for Del.2:

Task-3: Finalize of the psychosocial support module based on the inputs received through pilot implementation

3.1. Finalize the psychosocial support module based on the feedback received from the MoFLSS' and UNICEF's experts and personnel as well as the inputs acquired through the pilot implementation.	Final Module	Total person/day: 10					
		Expert 1		Expert 1		Expert 1	
		Expert 2		Expert 2		Expert 2	
		Expert 3		Expert 3		Expert 3	
		Expert 4		Expert 4		Expert 4	

TOTAL for Del.3 :

INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
<i>For travel to Ankara</i>	N/A	N/A	N/A	N/A
<i>For accommodation</i>	N/A	N/A	N/A	N/A
<i>For other costs</i>	N/A	N/A	N/A	N/A

TOTAL for other cost for Del.3:

TOTAL COST FOR DELIVERABLES (TRY):	
<i>Total Cost for Travel (TRY) (if applicable):</i>	
<i>Total cost for Accommodation (TRY) (if applicable):</i>	
<i>Total cost for other incidentals (TRY) (if applicable):</i>	
TOTAL COST FOR INCIDENTALS (TRY) (if applicable):	
GRAND TOTAL (TRY):	

NOTES

All fee rates must cover:

- the remuneration actually paid to the experts concerned per person/ day
- administrative costs of employing the relevant experts, such as relocation and repatriation expenses
- expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultancy Company/Consultant
- the margin, covering the Consultant's overheads, profit and backstopping facilities
- Note that the input of experts must be given in full working days

***Provision for incidental expenses:**

- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.
- Any cost related to the payment of an incidental expenditure is included, such as bank charges.
- All incidental expenditure details should be provided separately,

- Travel, accommodation, other expenses will be reimbursed to the company on the basis of the actual costs and upon receipt of *the original invoice and relevant supporting documents*. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.

Please do not forget to indicate the nature of the other costs (photocopy etc.) while submit your financial offer.